

## *Project Manager*

**Opportunity:** We employ and develop highly skilled people who share our values. Throughout our business, we challenge our people to stretch their capabilities and use their skills to help us deliver our strategy. We build pride and ownership in our workforce and always behave in a way that is ethical and consistent with our values of integrity, dedication and respect.

We offer a challenging work environment with a diverse scope of projects within the automotive, aerospace, appliance, and energy industries. We recognize that our employees are the most important asset and we are committed to offering enrichment opportunities by enabling employees to enhance their skill set.

**Basic Functions:** The applicant should have a Bachelor of Science degree in Mechanical or Electrical Engineering, or equivalent technical experience, with a strong background of performing in the lead role of the management of turn-key systems that are tied to a stringent budget and outlined deliverables. Candidates must be able to lead a team of resources through all process steps including, but not limited to, customer interaction, schedule development, concept development, overseeing design reviews, verifying adherence to customer specifications, monitoring project progress, and leading the start-up, buy-off and acceptance of equipment, including successful delivery and installation. Travel potential (day and/or overnight) up to 50% as necessary to complete functions of position. This position is expected to lead multiple projects simultaneously.

### **Principle Responsibilities:**

- Determine project roles of team members and stakeholders based on project requirements, timeframe and budget
- Establish and manage well communicated timeline for all phases of project
- Understand basic revenue models, profit/loss models, cost-to-completion projections and make decisions for team accordingly
- Track and report project updates on a weekly basis to Customer and department Managers
- Manage project timeline, budget, and team's tasks - (for multiple open projects)
- Lead team to prioritize project based on analysis of strategic priority, tasks, budget and timeline
- Create project documentation, tracking reports, chart, checklists, and software to delegate project tasks and oversee project status - (for multiple open projects)
- Communicate with all stakeholders, such as employees, vendors, and customers
- Able to identify high-risk components of the project and incorporates countermeasures into the project plan if project becomes behind schedule
- Support internal resources to ensure accountability for deadlines and escalates concerns when project deadlines are in jeopardy

**Minimum Qualifications and Skills:**

- Bachelor's degree in Mechanical, Electrical, Welding, or other engineering program, or equivalent technical experience
- 5 – 7 years of experience in technical engineering and manufacturing environment
- Proven ability to lead team(s) of engineers, and Toolmakers/ Machine Builders on manufacturing/engineering projects
- Experience with engineering software such as AUTOCAD, Solidworks, Unigraphics, etc.
- Previous experience in a technical engineering role (mechanical, electrical, and or welding)
- Excellent verbal and written communication skills, able to professionally interact with suppliers, customers, and employees
- Ability to organize and prioritize
- Understands technical and mechanical maintenance principles